

MARRIAGE LICENSE INFORMATION

COURT COMMISSIONERS - Timm Burns - 325-5053
Charles Wellington - 325-2191
Jeff Ingebritsen - 325-7137

HOURS TO APPLY

8:00 a.m. - 4:00 p.m. – Monday - Friday (closed holidays)

COST

\$85.00 (\$110.00 if waiver is necessary - We **WILL NOT** issue waivers to minors). Cash, check or money order accepted. We **cannot** accept credit or debit cards

ARE YOU A GREEN COUNTY RESIDENT?

Apply in the county that you live in if you are residents of Wisconsin
Apply in the county of the marriage if you are non-residents of Wisconsin

DO YOU HAVE YOUR WEDDING PLANS MADE?

You will need to know the date, location and officiant before you can apply for a license.

THERE IS A 6-DAY WAITING PERIOD.

You need to come in at least 6 days before the wedding, but not more than 30 days prior (office is closed on weekends and holidays, i.e. if couple comes in on Monday or Tuesday, the marriage license would be issued the following Monday). The license will be issued 5 days following the day after you apply for the license. Then you may pick it up or have it mailed to you.

BIRTH CERTIFICATE

A *certified* copy of a birth certificate with a seal, from the State or courthouse in the county of birth **MUST** be brought in with you at the time of application. **DO NOT BRING A HOSPITAL**

CERTIFICATE....IT IS NOT A LEGAL DOCUMENT – the hospital certificate usually has a picture of the hospital, gold seal and footprints on back.

If your birth certificate is not in English, you **MUST** have it translated into English by a trusted person **other** than the applicant, a friend or relative. It may be translated by a government employee, a teacher, someone from an ethnic assistance center or some other person with proficient language skills. You must bring in the original birth certificate along with the translated version. Lisa Hendrickson (Spanish Teacher) at the Monroe High School will translate the birth certificate for a fee. You may contact her at 328-7346. Her signature must be notarized.

HAVE YOU BEEN MARRIED BEFORE?

- Divorce - Must have taken place at least six months prior; need to bring in divorce judgment signed by the Judge with a court stamp on it
- Death - Need to bring in death certificate from former spouse

YOU ARE NOW REQUIRED BY THE STATE TO HAVE SOCIAL SECURITY NUMBERS

PROOF OF RESIDENCY

Please bring in your driver's licenses. If they do not have current addresses, then you must provide us with a utility bill with a current address along with the driver's license.

1. Please provide us with the officiant's address and phone number.
2. Blood tests are not required.
3. You both must come in. (Does not have to be at the same time)
4. Minors (under 18 years of age), please call for more information.
5. Our phone number is 328-9430 if you have any further questions.